

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 29, 2020
County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04
This meeting will be conducted electronically.

Conference Call Information
Phone Call-in Number: +1 646 558 8656
Meeting ID: 409 748 8803
Building

Present: Commissioners: Charles Weed, Jack Wozmak, and Robert Englund
Staff: County Administrator Coates, Director of Finance Trombly, HR Director May, and Assistant County Administrator Bouchard.
Guests: Keene City Counselor Randy Filiault and County Treasurer and Keene City Counselor Terry Clark.

At 9:37AM Commissioner Weed opened the meeting and a roll-call of the Commissioners attending the meeting was conducted by County Administrator Coates. Commissioners Weed, Englund, and Wozmak responded as "present".

Commissioner Weed then moved to conduct this meeting as an emergency meeting under the relevant provisions of NH RSA 91-A, and consistent with the recommendations contained in Executive Order 2020-04 Order 12 issued by Governor Sununu. Commissioner Englund seconded the motion and upon roll-call vote the motion passed unanimously.

Emergency Order #12 Pursuant to Executive Order 2020-04
Temporary modification of public access to meetings under RSA 91-A
Pursuant to Section 18 of Executive Order 2020-04 it is hereby ordered, effective immediately, that:

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."
2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.
3. To implement these orders and recommendations, the requirement in RSA 91-A:2, III (b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.
4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, III(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:

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- Provides public access to the meeting by telephone, with additional access possibilities by
- video or other electronic means;
- Provides public notice of the necessary information for accessing the meeting;
- Provides a mechanism for the public to alert the public body during the meeting if there are
- problems with access; and
- Adjourns the meeting if the public is unable to access the meeting.

Coates then outlined the rules of the meeting;

1. Public has an opportunity at the beginning of the Commissioners Meeting under “Public Comment” to speak. Community input will not be allowed after that point, unless recognized and allowed by the Chair of the Commissioners.
2. All votes will be Roll Call and when recognized, we are asking that you re-state your name and yes or no
3. If you have a question or motion that you would like to ask to put forward, please state the following, “Mr. Chair, Commissioner (your name) has a question or motion”.
4. If you are having issue hearing the call, please text or call the County Administrator at 603-313-9002.
5. Please mute your phones so background noise won’t interfere with the meeting.
6. This meeting has been posted on our website so that the community, department heads and media can listen into the meeting.
7. This meeting is utilizing a Zoom Platform so listeners can join us via audio or audio/visual.

Master Agenda Item #760: Human Resources - Semi-Annual Report. May then reviewed and discussed the following report.

Human Resources Activity 10/010/2019 - 3/31/2020

NEW HIRES: 46

MNH – 31
Dietary – 7
EVS – 6
Nursing – LNA – 4
Nursing – Nurse – 0
Nursing – Ward Aide – 8
ALF – PCA – 2
Activities – 2

TERMINATIONS: 50

MNH - 34
Dietary – 10
EVS – 3
Nursing – LNA – 11
Nursing – Nurse - 1
Nursing – Ward Aide - 5
ALF – PCA - 2
Activities - 1
Rehab – 1

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Keene – 2
Facilities – 1
IT – 1

Keene - 6
County Attorney - 1
Safety - 1
Sheriff - 3
Facilities - 1

DOC – 13
Cook – 2
Nurse – 4
CO – 6
Admin/Medical - 1

DOC - 10
Admin - 1
Nurse – 3
CO – 3
Transport Officer - 1
Cook – 2

- Maplewood Nursing Home successfully completed another Licensed Nursing Assistant (LNA) classes in conjunction with LNA Health Careers in February 2020. Five students graduated with all 5 passing their State Boards on the first try. There will be a second class scheduled to begin June 8th and at this point 3 internal staff and 3 external individuals interested and working on their application packets.
- There has been great success in bringing staff on as Ward Aides and then putting them through the LNA class. This allows them to get a feeling for the residents and the facility as a whole prior to taking the class.
- Nursing staff at the DOC has been fairly well stabilized and there is currently one part time nursing position open and the facility is using an agency nurse through July to fill this need.

A discussion around the staffing in particular departments was covered and the difficulty in hiring for entry level positions was reviewed. A further discussion about the great difficulty in obtaining testing for COVID-19 was covered at length. A number of options were discussed and Commissioner Wozmak said that he believed that the County insurance carrier may be able to help. He will send information to HR to follow-up on.

The questionnaire for the planned interviews for the new Department of Corrections superintendent then began and May explained how the Commissioners can access the online files and data to begin preparation for a meeting to be held on Friday May 8th. She said that interviews are tentatively scheduled to begin the week of May 11th.

Coates was then recognized for the Weekly Operations Report:

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Coates said he had a meeting with the Rural Development Alliance (RDA) and he said that a number of staff from the City of Keene, the Chamber of Commerce and the President of the Monadnock Economic Development Corporation (MEDC) will be looking at ways to assisting small businesses.

Coates then discussed the County financial review in anticipation of revenue shortfalls due projected tax shortfalls because of the COVID-19 pandemic was completed last week. Trombly said that overall, the majority of the County capital projects that were funded will be frozen for an indefinite time frame. Additionally, some open positions in the County Attorney's office will be put on hold until the courts open up again and it will be reviewed in August. Non-essential computer hardware purchases will be held off and be reviewed towards the end of the year.

Coates said that the Chair, Vice-Chair, and Clerk of the Delegation are being briefed on Thursday's to keep them abreast of finances, the COVID-19 crisis impact, and other operational issues.

Coates discussed that a document that identifies ways in which municipalities can be ready to pick-up business as normal once the crisis passes has been received and he will in turn make sure that all the municipalities in the County get the document.

Coates said that the \$600 healthcare bonus payments to frontline healthcare staff has been approved and finance is now examining how to implement the payments to staff as soon-as-possible.

He then discussed FEMA and other sources of COVID-19 funding for lost revenue and other compensation for direct costs is being explored and claims will be filed as they are generated. He said that thus far over \$200K has been received from Medicare for the nursing home expenses and lost income. Trombly then explained Federal Medicaid Assistant Percentage (FMAP) funding that is offered as a match to County funding from Federal funding. She explained that the federal funding helps offset the rise in costs to provide in-home services throughout the County.

Coates discussed the complexity of the all the programs that currently in operation or being proposed and he said that considerable time has been expended by himself and Trombly to document and understand the various options that are open to the County for funding.

Old Business: Commissioner Englund then asked if the Restorative Justice team is active and Coates said that he had not been in touch with the team since the pandemic hit and he would schedule an update with the team in the next week or so.

New Business: None

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Commissioner Wozmak then moved to accept the accept Consent Agenda for the approval of the Weekly Manifest and the Minutes from the April 22, 2020 Commissioners meeting and Commissioner Englund seconded the motion. Upon roll-call vote the motion passed unanimously.

At 10:47AM there being no further public business to discuss, Commissioner Englund moved to adjourn until noon and was seconded by Commissioner Wozmak and upon roll-call vote the motion passed unanimously.

Minutes recorded by:

R. Bouchard, Assistant County Administrator

Reviewed and submitted by:

R. Englund, Clerk